

STATE OF HAWAII
DEPARTMENT OF ACCOUNTING AND GENERAL SERVICES
HONOLULU, HAWAII

November 16, 1981

MEMORANDUM 1981-37

TO: Heads of Departments and Agencies
Attention: Payroll and Personnel Offices

FROM: Hideo Murakami, Comptroller

SUBJECT: Garnishment Documents Served on State Employees

We have recently encountered problems in obtaining original garnishment documents that require statutory payroll deductions, when they are served directly on the employee's department. In order to effect the mandatory deduction from the employee's pay check in a timely manner, the original documents must be received by DAGS CENTRAL PAYROLL, reviewed for payroll processing, and entered into the payroll system.

This memorandum is to request your assistance in reminding your departmental staff to route such documents to DAGS' Central Payroll immediately upon receipt.

If there are any questions, your staff may contact DAGS Central Payroll at 548-3167.



HIDEO MURAKAMI
Comptroller